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Report for Week Ending 24 July 1957
from
FORMS MANAGEMENT BRANCH

1. Contributions;

a. Tangible

- (1) Completed 33 actions requiring the printing of 193,600 copies or sets of blank forms. This represents an increase of 9 actions with a decrease of 55,900 copies compared to last week.
- ✓(2) Fourteen new and 6 revised forms were approved. Six forms were made obsolete.
- (3) Prevented the creation of a new form by Projects Staff to log, control, and document equipment requests by substituting an improved system using Form 238, Document Control.

b. Intangible

- 25X1 (1) Arranged with [] OTR to make two JOT's available
for the balance of the week to [], O&M Area (DD/P) 25X1
25X1 and [], Exec. Sec., Suggestions Awards Staff.

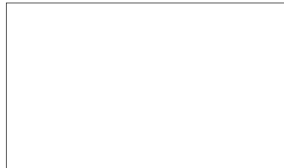
2. Assignments

a. Active

- (1) Fourteen new and revised forms for the Budget Office/Comptroller which will be used in preparation of office estimates which are in turn used to prepare Bureau of Budget submissions. These are top priority items; delivery printed forms being required by 31 July. *Cof*
- (2) Three Employee Suggestions are pending.
- (3) Thirty-one new and nine revisions are pending. *These include (1) above.*

3. News

- 25X1 (1) Messrs [] have returned to work after taking
3 days annual leave. 25X1



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PROJECTS STAFF

1. Contributions

Evaluated Employee Suggestion 3222 pertaining to reducing the cost of printed reports by increasing the number of lines of text per page. Stated the Records Management Staff's position on reducing record making and keeping costs, and recommended evaluation of the suggestion/Printing Services Division and the Reading Improvement School. [redacted]

25X1

2. Assignments Active

a. Casualty Affairs Branch Filing System - Converted 80% of the 1957 files to the subject-numeric system. Installed new folders and guides and trained clerical personnel in classifying and filing under the new system. [redacted]

25X1

b. Requisition Review - Reviewed seven requisitions. Submitted two to [redacted] for authentication; recommended use of 5 drawer rather than 4 drawer cabinet in ORR; Approved the remaining requisitions calling for:

25X1

- 1 - Key lock 5 dr cabinet (OTR)
- 1 - 10 dr. machine record card safe cabinet (DD/P)
- 6 - 4 dr. legal safe cabinets (DD/P)
- 2 - 5 dr. 5x8 card safe cabinets (DD/P)

25X1

b. "So You Have A Space Proplem" - All photographic work completed. Awaiting one print from Graphics Register to complete booklet.

c. VM Repository Study - Continued to develop additional data for this survey. Met with [redacted] to discuss experiences during "Operation Alert 1957" so that certain facts in the study could be stated accordingly. A number of the offices reviewed their vital materials deposits during the Exercise and it should be possible to adjust their VM deposit schedules where appropriate. [redacted]

25X1

25X1

d. Reports Management Regulation - Completed a draft of the regulation. Working on a redraft of the accompanying handbook.

3. News

a. Arranged to have the man that is enroute to the [redacted] as Deputy Chief of Administration to receive an orientation by the Records Management Staff. Will discuss, informally, next week with the Office of the Deputy Director (Support) the possibility of establishing a standard briefing for personnel enroute to field stations that would include all components of the Management Staff. Personnel proposed for the briefing would be Station Chiefs and Support/Admin personnel. [redacted]

25X1

25X1

b. Met informally with a senior Branch Chief of an Area Division of the DD/P. This man has had considerable experience, both at Headquarters and especially in the field with intelligence-type records. He is very much "paperwork management minded" and indicated informally that he was not satisfied with the present operational correspondence and records system and mentioned he would call on us whenever he had a real problem. This contact will be pursued to the utmost so that we may do whatever is possible to assist this above official. [redacted]

25X1

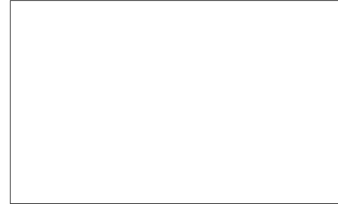
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25X1

- c. BR, reported that the tentative date for delivering the shelf file materials is between the 6th and 8th of August.

25X1



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RECORDS DISPOSITION BRANCH

1. Contributions:

- a. A requisition from ORR for a 17-drawer Kardex was cancelled. After discussing the request, the requesting office was induced to substitute other equipment.

2. Assignments: (Active)

a. Project 6-90 - Commercial Staff

25X1

The Records Control Schedule for the Staff was approved and the necessary signatures obtained. One item requires authority from the Archives and the Congress. The necessary papers have been transmitted to our liaison officer at Archives. Project is 99% complete.

b. Project 6-95 - Office of Personnel

25X1

Review of the Records Control Schedule for the following components have been completed: Mobilization Staff; Selection Staff; and the Office of the Deputy Director of Personnel For Planning and Development.

A call was received from the Plan Staff for another review of their records. After the initial review the Staff reports a reduction of their holdings by 1/3 of the original holdings through destruction, transfer, and retirement.

Project will continue to the Personnel Procurement Division today. Project is 30% complete.

3. Assignments: (Inactive)

a. Project 6-81 - Office of Logistics

25X1

25X1

b. Project 6-101 - RI/DDP

4. News:

Additional material has been found relating to a transfer of records in 1954 from SEC to IR/OCR. Contact has been made with IR to determine if the new material will be of value if so, arrangements for the transfer will be made by the branch.

25X1

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